

**BALTIMORE COUNTY PUBLIC SCHOOLS**

**DATE:** October 23, 2001

**TO:** **BOARD OF EDUCATION**

**FROM:** Dr. J. Hairston, Superintendent

**SUBJECT:** **Title I Public School Transfer Options**

**ORIGINATOR:** Christine Johns, Deputy Superintendent of Curriculum and Instruction

**RESOURCE**  
**PERSON(S):** Ron Boone, Executive Director of Federal & State Programs

**INFORMATION**

Letters were mailed to families at Woodlawn Middle and Sussex Elementary during the week of 10/1 regarding Title I School Transfer Options community meetings. These meetings were held on Monday, October 8 (Sussex) and Wednesday, October 10 (Woodlawn) and were attended by school administrators and Department of Federal and State staff members. Six families attended the community meeting at Sussex Elementary School. Forty-nine parents signed in on October 10, 2001 at Woodlawn Middle School. Parents had initially received information on this initiative in letters mailed on September 10. Each school held discussions with parents at Back-to-School Night (Sussex – 9/11, Woodlawn- 9/25). Feedback from these meetings indicated low interest in the transfer options and very high interest in continued school improvement efforts at the two schools.

Applications, a list of eligible schools, a timeline for parents, and a lottery process have been prepared by Federal and State staff. The timeline will be distributed to parents at the community meeting along with a sample application (which will be overprinted “DRAFT” to avoid confusion with the actual applications). The draft application was shared and discussed with parents to facilitate their understanding and to minimize the need for follow-up calls or visits to the schools.

A list of eligible schools, based on September 30, 2001 enrollment reports, has been prepared. The formal applications and list of eligible schools were made available at Sussex Elementary School and Woodlawn Middle School on Monday morning, October 15. Parents will have until Friday, October 26 to apply, and the selection process will occur on Wednesday, October 31. Drafts of space availability profiles for these schools, including available grade levels and programs, are being developed for the October 31, 2001 selection process.

RB/clf

Appendix I – Letter to principals from Dr. Joe Hairston

Appendix II – Frequently asked questions and answers mailed to parents of Sussex Elementary and Woodlawn Middle on September 10, 2001 and distributed at community meetings.

Appendix III – Chart indicating ineligible/eligible schools, including reason(s) for ineligibility.

Appendix IV - September 10, 2001 parent letter from principal at Sussex Elementary

Appendix V – Materials distributed at Sussex Elementary School on October 8, 2001 community meeting, including:

- Draft of Application for Special Transfer, Sussex Elementary School
- Parent Information Timeline for Sussex Elementary School

Appendix VI – Application materials for Sussex Elementary School, including:

- Application for Special Transfer
- List of eligible schools

Appendix VII – September 10, 2001 Parent Letter from acting principal at Woodlawn Middle

Appendix VIII –Materials distributed at Woodlawn Middle School on October 10, 2001 community meeting, including:

- Draft of Application for Special Transfer, Woodlawn Middle School
- Parent Information Timeline for Woodlawn Middle School

Appendix IX-- Application materials for Woodlawn Middle School including:

- Application for Special Transfer
- List of eligible schools

# BALTIMORE COUNTY PUBLIC SCHOOLS

Joe A. Hairston, Superintendent

6901 Charles Street Towson, Maryland 21204-3711

To: Principals

From: Dr. Joe Hairston, Superintendent of Schools

Re: Title I School Transfer Options

Recent Title I law provides for families in Title I schools which have not met standards for two years, or which have been made reconstitution eligible, to apply for transfers to other schools in that district. Baltimore County Public Schools has two such identified schools, Woodlawn Middle and Sussex Elementary. Since the start of the school year, system officials and school staff have been informing families regarding their options under this law. Between October 15 and October 26, families who wish a transfer will apply to the school system, with transfer selections to be approved on Wednesday, October 31. Transfers will be effective on November 12, the first day of the second quarter.

It is very important to note several facts related to this process.

1. Baltimore County has many school improvement initiatives, such as our AIT, in place on a continual basis. Our programs impact many more schools than this initiative, which is directed at two schools.
2. Elementary schools with an SPI below 60, and middle schools with an SPI below 70 will not be eligible to receive transfers.
3. Overcrowded schools will not be eligible to receive transfers. BCPS defines an overcrowded school as one exceeding its building capacity or the enrollment at which it was staffed. Additionally, students will not be placed in individual grade levels or programs where the enrollment exceeds the staffing allotment.
4. Eligible schools will be so notified during the week of 10/15 by the Department of Federal and State Programs.
5. Consistent with other school system transfer policies and procedures, transportation will not be provided unless it can be accommodated within existing school bus routes.
6. High schools are not involved in this process.

The Baltimore County Public Schools will implement the Title I School Transfer Options in the same positive, high quality fashion that it does in all of its operations. Your professional approach and response to this initiative is, as always, appreciated. Questions from the media should be referred to Charles Herndon, Office of Communications. Principals or parents with questions should contact the Office of Title I and Grant Assistance at 410-887-3487.

## Appendix II

### **NEW TITLE I ACCOUNTABILITY PROVISIONS FOR SCHOOL IMPROVEMENT QUESTIONS AND ANSWERS**

**1. What is “New Title I Accountability Provisions for School Improvement”?**

The “New Title I Accountability Provisions for School Improvement” is a new federal law. The provisions are set forth in a Congressional appropriations bill, Public Law 106-554.

**2. What does this law provide?**

This law provides funds that local school systems are required to use for school improvement efforts in identified Title I schools. In Maryland, the schools are identified either because they are “reconstitution eligible” or because they have not made “adequate yearly progress” on the Maryland School Performance Assessment Program for two consecutive years.

**3. What are the requirements of this law?**

Under the “New Title I Accountability Provisions for School Improvement,” local school systems must provide students enrolled in these identified schools with the option to transfer to another public school that has not been identified as being in need of school improvement within the district, unless such transfers are prohibited by State law, local law, or local school board policy, or unless the school system lacks the capacity to offer the transfer option.

**4. What does this mean for Baltimore County Public Schools?**

In Baltimore County, there are two schools that have been identified under the new accountability provisions. They are Woodlawn Middle School and Sussex Elementary School. In addition to other measures that support school improvement, our system will need to offer transfer options to students assigned to these schools.

**5. Will students have to transfer from these schools?**

No. There are many valid reasons why families can decide with confidence that it is in their children’s best interest to remain at their currently assigned schools.

**6. What school improvement support is being provided by the Baltimore County Public Schools?**

Our system is actively addressing school improvement needs in Baltimore County. Strategies that will benefit many of our students include opportunities such as extended day and extended year learning programs, additional training for teachers, and reading class size reduction. Students at Sussex Elementary School and Woodlawn Middle School will benefit from the implementation of additional services designed to meet their local needs.

**7. What is the system’s capacity to meet this requirement?**

Currently, we anticipate that Baltimore County has schools that are likely to have some spaces available for additional students. However, the number of spaces available cannot be finalized until after the September 30, 2001, enrollment data has been collected and analyzed.

**8. Will the Baltimore County Public Schools need to provide transportation to students requesting transfers?**

If there is need for transportation, the school system does not currently have the capacity to provide it and would need to seek additional funds.

**9. How will this impact other Baltimore County Public Schools?**

Some schools could experience increased enrollment; however, the system will not subject receiving schools to overcrowding in the course of implementing this legal requirement. The procedures that are being recommended for implementing “New Title I Accountability Provisions for School Improvement” include definitions for overcrowding based on building capacity, school staffing ratios, and class size.

**10. What procedures will provide equitable treatment to families seeking a transfer?**

The staff is recommending a set of procedures that include the use of a computerized random lottery in cases where the number of requests exceeds the number of available openings at any given requested location. The use of this type of lottery is consistent with the system’s practice in magnet school placements.

**11. Will families need to reapply for transfers each year?**

No. Children can continue attending that school until it is time to go to middle or high school. However, if families decide they want their children to return to their home schools, they may withdraw their children from the new school and re-enroll at the home school.

**12. What is the recommended time frame for communicating and implementing the “New Title I Accountability Provisions for School Improvement”?**

- At orientation and back-to-school meetings, families will be presented with information about the Baltimore County Public Schools’ efforts on behalf of school improvement at Sussex Elementary School and Woodlawn Middle School.
- During the first week in October, a letter will be mailed to families containing information and timelines regarding transfer options and inviting them to community meetings at their schools. This information will also be presented on the Education Channel and the BCPS website.
- At these community meetings, families will receive information regarding school improvement at Sussex Elementary School and Woodlawn Middle School, as well as information on the procedures to follow in requesting transfers.
- Following the collection and analysis of the September 30, 2001, enrollment data, staff will determine which schools have spaces available to receive transfer students.
- A list of eligible schools will be distributed along with applications for transfer no later than October 15, 2001.
- Families will be asked to submit their applications to the Title I and Grant Assistance Office as early as October 15, 2001, and no later than October 26, 2001. Applications will be processed in order to conduct a centralized random lottery on October 31, 2001. Families will be informed of decisions by the end of the first marking period, no later than November 9, 2001.

**13. How soon may students transfer?**

In order to fulfill its obligations under the law to implement carefully the school transfer option and in order to measure accurately the capacity of particular schools to receive additional students, the school system will not offer the transfer option before the September 30, 2001, enrollment data has been reported, and will not actually place students in other schools before the end of the first quarter marking period of the 2001-2002 school year.

Baltimore County Public Schools  
 Title I Public School Transfer Options  
 Eligible/Ineligible Schools

| ELEMENTARY SCHOOLS         | INELIGIBLE/ELIGIBLE |   | INELIGIBLE | INELIGIBLE-CAPACITY        |     | INELIGIBLE-STAFFING          |     |
|----------------------------|---------------------|---|------------|----------------------------|-----|------------------------------|-----|
|                            | X                   | X | Low SPI    | Capacity / 9-30 Enrollment |     | Staffed at / 9-30 Enrollment |     |
| Glyndon Elementary         |                     | X |            |                            |     | (36 Seats Available)         |     |
| Grange Elementary          |                     | X |            |                            |     | (23 Seats Available)         |     |
| Gunpowder Elementary       | X                   |   |            |                            |     | 512                          | 520 |
| Halethorpe Elementary      | X                   |   |            |                            |     | 407                          | 417 |
| Halstead Academy Elemen    | X                   |   | X          |                            |     |                              |     |
| Hampton Elementary         | X                   |   |            |                            |     | 342                          | 352 |
| Harford Hills Elementary   | X                   |   |            |                            |     | 333                          | 336 |
| Hawthorne Elementary       | X                   |   | X          |                            |     |                              |     |
| Hebbsville Elementary      | X                   |   | X          |                            |     |                              |     |
| Hernwood Elementary        | X                   |   | X          |                            |     |                              |     |
| Hillcrest Elementary       | X                   |   |            |                            |     | 638                          | 646 |
| Jacksonville Elementary    |                     | X |            |                            |     | (69 Seats Available)         |     |
| Johnnycake Elementary      | X                   |   | X          | 593                        | 614 |                              |     |
| Joppa View Elementary      | X                   |   |            |                            |     | 607                          | 608 |
| Kingsville Elementary      |                     | X |            |                            |     | ( 9 Seats Available)         |     |
| Lansdowne Elementary       | X                   |   |            | 369                        | 412 | 428                          | 432 |
| Logan Elementary           | X                   |   | X          |                            |     |                              |     |
| Lutherville Lab Elementary |                     | X |            |                            |     | (24 Seats Available)         |     |
| Mars Estates Elementary    | X                   |   | X          |                            |     |                              |     |
| Martin Blvd. Elementary    |                     | X |            |                            |     | (4 Seats Available)          |     |
| McCormick Elementary       | X                   |   |            | 459                        | 459 |                              |     |
| Middleborough Elementary   | X                   |   |            | 312                        | 315 |                              |     |
| Middlesex Elementary       | X                   |   | X          |                            |     |                              |     |
| Milbrook Elementary        | X                   |   | X          | 345                        | 395 |                              |     |
| New Town Elementary        | X                   |   |            | 706                        | 925 | 655                          | 931 |
| Norwood Elementary         | X                   |   |            | 539                        | 581 | 588                          | 601 |
| Oakleigh Elementary        | X                   |   |            |                            |     | 487                          | 507 |
| Oliver Beach Elementary    |                     | X |            |                            |     | ( 6 Seats Available)         |     |
| Orems Elementary           | X                   |   |            |                            |     | 333                          | 337 |
| Owings Mills Elementary    |                     | X |            |                            |     | (33 Seats Available)         |     |
| Padonia Elementary         | X                   |   |            |                            |     | 287                          | 302 |
| Perry Hall Elementary      | X                   |   |            |                            |     | 521                          | 549 |
| Pine Grove Elementary      |                     | X |            |                            |     | (8 Seats Available)          |     |
| Pinewood Elementary        | X                   |   |            |                            |     | 483                          | 484 |
| Pleasant Plains Elementary |                     | X |            |                            |     | (4 Seats Available)          |     |

Baltimore County Public Schools  
 Title I Public School Transfer Options  
 Eligible/Ineligible Schools

| ELEMENTARY SCHOOLS          | INELIGIBLE/ELIGIBLE |   | INELIGIBLE | INELIGIBLE-CAPACITY        |     | INELIGIBLE-STAFFING          |     |
|-----------------------------|---------------------|---|------------|----------------------------|-----|------------------------------|-----|
|                             | X                   | X | Low SPI    | Capacity / 9-30 Enrollment |     | Staffed at / 9-30 Enrollment |     |
| Pot Spring Elementary       | X                   |   |            |                            |     | 543                          | 560 |
| Powhatan Elementary         | X                   |   | X          | 349                        | 395 |                              |     |
| Prettyboy Elementary        | X                   |   |            | 439                        | 452 | 478                          | 490 |
| Randalistown Elementary     | X                   |   | X          |                            |     |                              |     |
| Red House Run Elementary    | X                   |   |            |                            |     | 478                          | 483 |
| Reisterstown Elementary     |                     | X |            |                            |     | (46 Seats Available)         |     |
| Relay Elementary            |                     | X |            |                            |     | (22 Seats Available)         |     |
| Riderwood Elementary        | X                   |   |            |                            |     | 500                          | 524 |
| Riverview Elementary        | X                   |   | X          |                            |     |                              |     |
| Rodgers Forge Elementary    | X                   |   |            | 461                        | 467 |                              |     |
| Sandalwood Elementary       | X                   |   | X          |                            |     |                              |     |
| Sandy Plains Elementary     | X                   |   |            |                            |     | 558                          | 603 |
| Scotts Branch Elementary    | X                   |   | X          | 541                        | 568 |                              |     |
| Seneca Elementary           | X                   |   |            |                            |     | 417                          | 419 |
| Seven Oaks Elementary       |                     | X |            |                            |     | (2 seats Available)          |     |
| Seventh District Elementary |                     | X |            |                            |     | (15 Seats Available)         |     |
| Shady Spring Elementary     | X                   |   |            | 533                        | 539 | 558                          | 559 |
| Sparks Elementary           | X                   |   |            |                            |     | 458                          | 478 |
| Stoneleigh Elementary       |                     | X |            |                            |     | (28 Seats Available)         |     |
| Summit Park Elementary      |                     | X |            |                            |     | (23 Seats Available)         |     |
| Timber Grove Elementary     | X                   |   |            |                            |     | 642                          | 650 |
| Timonium Elementary         | X                   |   |            |                            |     | 400                          | 413 |
| Victory Villa Elementary    |                     | X |            |                            |     | (11 Seats Available)         |     |
| Villa Cresta Elementary     | X                   |   | X          |                            |     | 575                          | 582 |
| Warren Elementary           |                     | X |            |                            |     | (3 Seats Available)          |     |
| Weilwood International      | X                   |   |            | 491                        | 529 | 500                          | 529 |
| Westchester Elementary      | X                   |   |            |                            |     | 453                          | 481 |
| Westowne Elementary         | X                   |   |            |                            |     | 443                          | 453 |
| Winand Elementary           | X                   |   | X          |                            |     |                              |     |
| Winfield Elementary         | X                   |   | X          |                            |     | 604                          | 604 |
| Woodbridge Elementary       |                     | X |            |                            |     | (12 Seats Available)         |     |
| Woodmoor Elementary         | X                   |   | X          |                            |     |                              |     |
| <b>MIDDLE SCHOOLS</b>       |                     |   |            |                            |     |                              |     |
| Arbutus Middle              |                     | X |            |                            |     | (44 Seats Available)         |     |
| Catonsville Middle          | X                   |   |            | 615                        | 631 | 568                          | 631 |

Baltimore County Public Schools  
 Title I Public School Transfer Options  
 Eligible/Ineligible Schools

| ELEMENTARY<br>SCHOOLS        | INELIGIBLE/ELIGIBLE |   | INELIGIBLE | INELIGIBLE-CAPACITY        |      | INELIGIBLE-STAFFING          |      |
|------------------------------|---------------------|---|------------|----------------------------|------|------------------------------|------|
|                              | X                   | X | Low SPI    | Capacity / 9-30 Enrollment |      | Staffed at / 9-30 Enrollment |      |
| Cockeysville Middle          |                     | X |            |                            |      | (22 Seats Available)         |      |
| Deep Creek Middle            | X                   |   | X          |                            |      |                              |      |
| Deer Park Middle Magnet      | X                   |   |            |                            |      | 1233                         | 1309 |
| Dumbarton Middle             | X                   |   |            |                            |      | 829                          | 829  |
| Dundaik Middle               | X                   |   | X          |                            |      | 589                          | 609  |
| Franklin Middle              | X                   |   |            | 1423                       | 1480 | 1475                         | 1480 |
| General John Stricker Middle |                     | X |            |                            |      | (23 Seats Available)         |      |
| Golden Ring Middle           | X                   |   | X          | 901                        | 910  | 894                          | 910  |
| Hereford Middle              | X                   |   |            |                            |      | 978                          | 990  |
| Holabird Middle              | X                   |   |            |                            |      | 759                          | 805  |
| Lansdowne Middle             | X                   |   | X          |                            |      |                              |      |
| Loch Raven Academy           |                     | X |            |                            |      | (65 Seats Available)         |      |
| Middle River Middle          | X                   |   | X          |                            |      |                              |      |
| Old Court Middle             | X                   |   | X          |                            |      |                              |      |
| Parkville Middle             | X                   |   |            | 1089                       | 1158 | 1119                         | 1158 |
| Perry Hall Middle            |                     | X |            |                            |      | (42 Seats Available)         |      |
| Pikesville Middle            | X                   |   |            | 1070                       | 1102 | 1095                         | 1102 |
| Pine Grove Middle            |                     | X |            |                            |      | (6 Seats Available)          |      |
| Ridgely Middle               | X                   |   |            |                            |      | 1054                         | 1075 |
| Southwest Academy            | X                   |   | X          | 1112                       | 1283 |                              |      |
| Sparrows Point Middle        |                     | X |            |                            |      | (14 Seats Available)         |      |
| Stemmers Run Middle          | X                   |   | X          |                            |      | 954                          | 966  |



Baltimore County Public Schools  
 Title I Public School Transfer Options  
 Eligible/Ineligible Schools

Appendix III

| ELEMENTARY<br>SCHOOLS             | INELIGIBLE/ELIGIBLE |   | INELIGIBLE | INELIGIBLE-CAPACITY                                |     | INELIGIBLE-STAFFING          |     |
|-----------------------------------|---------------------|---|------------|--|-----|------------------------------|-----|
|                                   | X                   | X | Low SPI    | Capacity / 9-30 Enrollment<br>(17 Seats Available) |     | Staffed at / 9-30 Enrollment |     |
| Arbutus Elementary                |                     | X |            |  |     |                              |     |
| Baltimore Highlands Ele           | X                   |   | X          |  |     |                              |     |
| Battle Grove Elementary           | X                   |   | X          |  |     |                              |     |
| Bear Creek Elementary             | X                   |   |            |  |     | 302                          | 323 |
| Bedford Elementary                |                     | X |            |  |     | 500                          | 513 |
| Berkshire Elementary              | X                   |   | X          |  |     | (1 Seat Available)           |     |
| Campfield Early Childhood         | X                   |   |            |  |     | 375                          | 377 |
| Carney Elementary                 | X                   |   |            | 317  | 307 | 381                          | 396 |
| Carroll Manor Elementary          | X                   |   |            |  |     | 550                          | 566 |
| Catonsville Elementary            | X                   |   |            |  |     | 317                          | 326 |
| Cedarmere Elementary              | X                   |   |            |  |     | 397                          | 406 |
| Chadwick Elementary               | X                   |   | X          | 461  | 512 | 491                          | 530 |
| Chapel Hill Elementary            | X                   |   |            | 421  | 493 | 507                          | 509 |
| Charlesmont Elementary            |                     | X |            |  |     | 575                          | 585 |
| Chase Elementary                  | X                   |   |            |  |     | (32 Seats Available)         |     |
| Chatsworth Elementary             | X                   |   |            |  |     | 407                          | 416 |
| Chesapeake Terrace Elementary     | X                   |   |            |  |     | 402                          | 416 |
| Church Lane Elementary            | X                   |   |            |  |     | 250                          | 263 |
| Colgate Elementary                | X                   |   | X          |  |     | 441                          | 445 |
| Deep Creek Elementary             | X                   |   | X          |  |     | 302                          | 319 |
| Deer Park Elementary              | X                   |   |            | 411  | 490 | 482                          | 490 |
| Dogwood Elementary                | X                   |   |            | 481  | 495 | 497                          | 509 |
| Dundalk Elementary                | X                   |   | X          | 506  | 589 | 562                          | 607 |
| Eastwood Center Elementary        | X                   |   | X          | 604  | 627 | 650                          | 661 |
| Edgemere Elementary               | X                   |   | X          | 177  | 192 |                              |     |
| Edmondson Heights Elementary      | X                   |   | X          |  |     |                              |     |
| Elmwood Elementary                | X                   |   | X          |  |     |                              |     |
| Essex Elementary                  | X                   |   |            |  |     | 534                          | 548 |
| Featherbed Lane Elem/Intermediate | X                   |   | X          |  |     | 442                          | 445 |
| Featherbed Lane Elem/Primary      | X                   |   |            | 743  | 797 |                              |     |
| Fifth District Elementary         | X                   |   |            | (Included in Above)                                |     | 427                          | 436 |
| Fort Garrison Elementary          | X                   |   |            |  |     | 292                          | 304 |
| Franklin Elementary               | X                   |   |            |  |     | 456                          | 457 |
| Fullerton Elementary              |                     | X |            |  |     | 491                          | 507 |
| Glenmar Elementary                | X                   |   |            |  |     | (31 Seats Available)         |     |
|                                   |                     |   |            |  |     | 342                          | 375 |

## Sussex Elementary School

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515 South Woodward Drive, Baltimore, MD 21221

To: Sussex Elementary School Community  
From: Judith Reber, Principal  
Re: Title I Public School Transfer Options  
Date: September 10, 2001

The purpose of this letter is to inform you of a new program involving Title I Public School Transfer Options available to families at Sussex Elementary School. As you may be aware, Sussex Elementary School has been participating in the federal Title I program. In Baltimore County, Title I provides additional services to schools with 50% or more students eligible to participate in the Free and Reduced Price Meals program. The purpose of Title I is to improve teaching and learning.

While our 2000 MSPAP results at Sussex showed some improvements, participation in Title I Public School Transfer Options is based on our performance from 1998 and 1999. Both of those years showed declines in our MSPAP test scores. As a result, students who are enrolled at Sussex Elementary School are eligible to apply for special transfer to certain other Baltimore County public schools.

The timeline for families that choose to apply for transfers to other eligible schools is:

- Monday, Oct. 15, 2001 -- Applications, a list of eligible schools, and transfer procedures will be available at Sussex.
- Monday, Oct. 15 through  
Friday, Oct. 26, 2001 -- Applications for special transfers must be completed and submitted to the Title I Office at 6901 Charles St., Towson, Maryland 21204.
- Friday, Nov. 9, 2001 -- The Office of Title I and Grant Assistance will make every effort to issue a decision by this date.

To share more detailed information with you, the school will hold a public meeting to discuss the Title I Public School Transfer Options in early October. We will mail you an invitation to this meeting during the first week of October. We invite you to come and learn more about the opportunities available to Sussex families.

So that our staff may focus on your children during the school day, and so we can provide our most informed personnel to answer your questions, we ask that all inquiries be directed to (410) 887-0182 between the hours of 3:00 p.m. and 5:00 p.m. Monday through Friday. We understand that this may not always be possible for parents and that you may need to call at other times. As always, we will do our very best to offer you quality service whenever you call.

## Appendix V

### Sussex Elementary School Title I Public School Transfer Options Parent Information Timeline

| DATE                         | PROCEDURE  |
|------------------------------|--|
| Monday, 10/8                 | -- Community meeting held at Sussex Elementary School regarding the process for Title I Public School transfer Options.  |
| Monday, 10/15                | -- Applications and lists of elementary schools eligible to receive students from Sussex Elementary will be available for parents in the school office.  |
| Friday, 10/26                | -- Deadline for families to file application requests. Requests should be mailed or delivered to:<br><br>Linda Cassell<br>Office of Title I and Grant Assistance<br>ESS Building<br>Baltimore County Public Schools<br>6901 Charles Street<br>Towson, MD 21204 |
| Wednesday, 10/31             | -- School system officials conduct a computerized random lottery at the Office of Title I and Grant Assistance.  |
| Friday, 11/2 to Friday, 11/9 | -- Families and schools are notified of lottery results.   |
| Monday, 11/12                | -- First day of the second grading period. Students granted transfers begin at newly assigned schools.   |

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
**TITLE I ACCOUNTABILITY PROVISIONS FOR SCHOOL IMPROVEMENT**  
**Application for Special Transfer**  
**Sussex Elementary School**  
**School Year 2001- 2002**

**INSTRUCTIONS:** Read carefully the information provided in *Procedures for Special Permission Transfers as Required by the Title I Accountability Provisions for School Improvement* before completing this form. Parents/guardians should retain a photocopy of the completed application for their records. The parent/guardian of the eligible student is to complete Part I and submit the application **no later than October 26, 2001**, to:

Office of Title I and Grant Assistance  
Attention Mrs. Linda Cassell, Coordinator  
Baltimore County Public Schools  
6901 Charles Street  
Towson, Maryland 21204

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**PART I: SCHOOL TRANSFER REQUEST**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
School Currently Attending: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Home School According to Residence: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_ Dr. \_\_\_ Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ Miss \_\_\_  
Street Address: \_\_\_\_\_ City/State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Other) \_\_\_\_\_  
Email Address: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART II: TRANSFER REVIEW/DECISION (To be completed by Office of Title I and Grant Assistance)**

\_\_\_ Approved      \_\_\_ Denied for reason(s) of:  
    \_\_\_ Overcrowded Conditions  
    \_\_\_ Request/Reason Inconsistent with Procedures  
    \_\_\_ Application Late  
    \_\_\_ Not Selected Through Random Lottery Process

Signature of Title I Office Representative: \_\_\_\_\_

**APPEALS: Must be made in writing within 10 calendar days of the date of this decision to:**

Mr. Ronald Boone, Executive Director  
Department of State and Federal Programs  
Baltimore County Public Schools  
6901 Charles Street  
Towson, Maryland 21204

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
**TITLE I ACCOUNTABILITY PROVISIONS FOR SCHOOL IMPROVEMENT**  
**Application for Special Transfer**  
**Sussex Elementary School**  
**School Year 2001- 2002**

**INSTRUCTIONS:** Read carefully the information provided in *Procedures for Special Permission Transfers as Required by the Title I Accountability Provisions for School Improvement* before completing this form. Parents/guardians should retain a photocopy of the completed application for their records. The parent/guardian of the eligible student is to complete Part I and submit the application no later than **October 26, 2001**, to:

Office of Title I and Grant Assistance  
 Attention Mrs. Linda Cassell, Coordinator  
 Baltimore County Public Schools  
 6901 Charles Street  
 Towson, Maryland 21204

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**PART I: SCHOOL TRANSFER REQUEST**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 School Currently Attending: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
 Home School According to Residence: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_ Dr. \_\_\_ Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ Miss \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City/State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Other) \_\_\_\_\_  
 Email Address: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
 Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART II: TRANSFER REVIEW/DECISION (To be completed by Office of Title I and Grant Assistance)**

\_\_\_ Approved      \_\_\_ Denied for reason(s) of:

\_\_\_ Overcrowded Conditions  
 \_\_\_ Request/Reason Inconsistent with Procedures  
 \_\_\_ Application Late  
 \_\_\_ Not Selected Through Random Lottery Process

Signature of Title I Office Representative: \_\_\_\_\_

**APPEALS: Must be made in writing within 10 calendar days of the date of this decision to:**

Mr. Ronald Boone, Executive Director  
 Department of State and Federal Programs  
 Baltimore County Public Schools  
 6901 Charles Street  
 Towson, Maryland 21204

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
**TITLE I ACCOUNTABILITY PROVISIONS FOR SCHOOL IMPROVEMENT**

**Application for Special Transfer**  
**Sussex Elementary School**  
**School Year 2001- 2002**

**INSTRUCTIONS:** Below is the approved list of elementary schools designated as eligible to accept *Title I Accountability Provisions for School Improvement* transfers from Sussex Elementary School. Transfer requests will be approved or denied in accordance with *Procedures for Special Permission Transfers as Required by Title I Accountability Provisions for School Improvement*. Please indicate any school that you would be willing to have your child attend in order of preference beginning with 1 as your first choice, 2 as your second choice, 3 as your third choice, etc. You may select as many schools as you wish. Your child will be considered for transfer only to schools indicated by you on the list below.

**Please note that, although space is available at these schools, individual grade levels and programs may be over enrolled, making them ineligible for transfers.**

**School**

|                       |       |                      |       |
|-----------------------|-------|----------------------|-------|
| Arbutus (SW)          | _____ | Pleasant Plains (C)  | _____ |
| Bedford (NW)          | _____ | Reisterstown (NW)    | _____ |
| Charlesmont (SW)      | _____ | Relay (SW)           | _____ |
| Fullerton (NE)        | _____ | Seven Oaks (NE)      | _____ |
| Glyndon (NW)          | _____ | Seventh District (C) | _____ |
| Grange (SE)           | _____ | Stoneleigh (C)       | _____ |
| Jacksonville (C)      | _____ | Summit Park (NW)     | _____ |
| Kingsville (NE)       | _____ | Victory Villa (NE)   | _____ |
| Lutherville (C)       | _____ | Warren (C)           | _____ |
| Martin Boulevard (NE) | _____ | Woodbridge (SW)      | _____ |
| Oliver Beach (SE)     | _____ |                      |       |
| Owings Mills (NW)     | _____ |                      |       |
| Pine Grove (NE)       | _____ |                      |       |

SE – Southeast Area  
 NW – Northwest Area

NE – Northeast Area  
 SW – Southwest Area

C – Central Area

## Woodlawn Middle School

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3033 St. Lukes Lane, Baltimore, MD 21207

To: Woodlawn Middle School Community  
From: Jerilyn C. Roberts, Acting Principal  
Re: Title I Public School Transfer Options  
Date: October 4, 2001

The purpose of this letter is to invite you to attend a meeting to discuss the Title I Public School Transfer Options on October 10, 2001. This meeting, which is being held in our school library, will begin at 6:30. We invite you to come and learn more about the opportunities available to Woodlawn Middle School families.

As you may be aware, Woodlawn Middle School has been participating in the federal Title I program. In Baltimore County, Title I provides additional services to schools with 50% or more students eligible to participate in the Free and Reduced Price Meals program. The purpose of Title I is to improve teaching and learning.

Because Woodlawn Middle School has been identified by the Maryland State Department of Education as eligible for local reconstitution, students who are enrolled at Woodlawn Middle School are eligible to apply for special transfers to certain other Baltimore County public schools.

The timeline for families that choose to apply for transfers to other eligible schools is:

- Monday, Oct. 15, 2001 -- Applications, a list of eligible schools, and transfer procedures available at Woodlawn Middle.
- Monday, Oct. 15 through  
Friday, Oct. 26, 2001 -- Applications for special transfers must be completed and submitted to the Title I Office at 6901 Charles St., Towson, Maryland 21204.
- Friday, Nov. 9, 2001 -- The Office of Title I and Grant Assistance will make every effort to issue a decision by this date

So that our staff may focus on your children during the school day, and so we can provide our most informed personnel to answer your questions, we ask that all inquires be directed to 410-887-1304. As always, we will do our very best to offer you quality service whenever you call.

**Woodlawn Middle School  
Title I Public School Transfer Options  
Parent Information Timeline**

| DATE                         | PROCEDURE  |
|------------------------------|--|
| Wednesday, 10/10             | -- Community meeting at Woodlawn Middle School regarding the process for Title I Public School transfer Options.   |
| Monday, 10/15                | -- Applications and lists of middle schools eligible to receive students from Woodlawn Middle will be available for parents in the school office.  |
| Friday, 10/26                | -- Deadline for families to file application requests. Requests should be mailed or delivered to:<br><br>Linda Cassell<br>Office of Title I and Grant Assistance<br>ESS Building<br>Baltimore County Public Schools<br>6901 Charles Street<br>Towson, MD 21204 |
| Wednesday, 10/31             | -- School system officials conduct computerized random lottery at the Office of Title I and Grant Assistance.  |
| Friday, 11/2 to Friday, 11/9 | -- Families and schools are notified of lottery results.   |
| Monday, 11/12                | -- First day of the second grading period. Students granted transfers begin at newly assigned schools.   |



**BALTIMORE COUNTY PUBLIC SCHOOLS**  
**TITLE I ACCOUNTABILITY PROVISIONS FOR SCHOOL IMPROVEMENT**  
**Application for Special Transfer**  
**Woodlawn Middle School**  
**School Year 2001- 2002**

**INSTRUCTIONS:** Read carefully the information provided in the *Procedures for Special Permission Transfers as Required by the Title I Accountability Provisions for School Improvement* before completing this form. Parents/guardians should retain a photocopy of the completed application for their records. The parent/guardian of the eligible student is to complete Part I and submit the application **no later than October 26, 2001**, to:

Office of Title I and Grant Assistance  
Attention Mrs. Linda Cassell, Coordinator  
Baltimore County Public Schools  
6901 Charles Street  
Towson, Maryland 21204

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**PART I: SCHOOL TRANSFER REQUEST**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
School Currently Attending: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
Home School According to Residence: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_ Dr. \_\_\_ Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ Miss \_\_\_\_\_  
Street Address: \_\_\_\_\_ City/State \_\_\_\_\_ ZIP \_\_\_\_\_  
Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Other) \_\_\_\_\_  
Email Address: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

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**PART II: TRANSFER REVIEW/DECISION (To be completed by Office of Title I and Grant Assistance)**

\_\_\_ Approved      \_\_\_ Denied for reason(s) of:  
    \_\_\_ Overcrowded Conditions  
    \_\_\_ Request/Reason Inconsistent with Procedures  
    \_\_\_ Application Late  
    \_\_\_ Not Selected Through Random Lottery Process

Signature of Title I Office Representative: \_\_\_\_\_

**APPEALS: Must be made in writing within 10 calendar days of the date of this decision to:**

Mr. Ronald Boone, Executive Director  
Department of State and Federal Programs  
Baltimore County Public Schools  
6901 Charles Street  
Towson, Maryland 21204

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
**TITLE I ACCOUNTABILITY PROVISIONS FOR SCHOOL IMPROVEMENT**  
**Application for Special Transfer**  
**Woodlawn Middle School**  
**School Year 2001- 2002**

**INSTRUCTIONS:** Read carefully the information provided in the *Procedures for Special Permission Transfers as Required by the Title I Accountability Provisions for School Improvement* before completing this form. Parents/guardians should retain a photocopy of the completed application for their records. The parent/guardian of the eligible student is to complete Part I and submit the application **no later than October 26, 2001**, to:

Office of Title I and Grant Assistance  
 Attention Mrs. Linda Cassell, Coordinator  
 Baltimore County Public Schools  
 6901 Charles Street  
 Towson, Maryland 21204

**PART I: SCHOOL TRANSFER REQUEST**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 School Currently Attending: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
 Home School According to Residence: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_ Dr. \_\_\_ Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_ Miss \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City/State \_\_\_\_\_ ZIP \_\_\_\_\_  
 Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Other) \_\_\_\_\_  
 Email Address: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
 Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II: TRANSFER REVIEW/DECISION (To be completed by Office of Title I and Grant Assistance)**

\_\_\_ Approved                      \_\_\_ Denied for reason(s) of:  
   \_\_\_ Overcrowded Conditions  
   \_\_\_ Request/Reason Inconsistent with Procedures  
   \_\_\_ Application Late  
   \_\_\_ Not Selected Through Random Lottery Process

Signature of Title I Office Representative: \_\_\_\_\_

**APPEALS: Must be made in writing within 10 calendar days of the date of this decision to:**

Mr. Ronald Boone, Executive Director  
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 6901 Charles Street  
 Towson, Maryland 21204

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
**TITLE I ACCOUNTABILITY PROVISIONS FOR SCHOOL IMPROVEMENT**  
**Application for Special Transfer**  
**Woodlawn Middle School**  
**School Year 2001- 2002**

**INSTRUCTIONS:** The approved list of middle schools designated as eligible to accept *Title I Accountability Provisions for School Improvement* transfers from Woodlawn Middle School is on page 3. Transfer requests will be approved or denied in accordance with the *Procedures for Special Permission Transfers as Required by the Title I Accountability Provisions for School Improvement*.

Please indicate any school that you would be willing to have your child attend in order of preference beginning with 1 as your first choice, 2 as your second choice, 3 as your third choice, etc. You may select as many schools as you wish. (\*See note below if your child is enrolled in a special education program.) Your child will be considered for transfer only to schools indicated by you on the list on page 3.

**NOTE**

| <b>If your child is enrolled in a special education program for (please circle):</b> | <b>You may only select from these schools:</b>         |
|--|--|
| Functional Services  | General Stricker (SE), Loch Raven (C), Perry Hall (NE) |
| Emotionally Disturbed Services   | Arbutus (SW), General Stricker (SE)                    |
| Life Skills Services   | Perry Hall (NE)  |
| Adapted Self-Contained   | All eligible schools listed                            |

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
***TITLE I ACCOUNTABILITY PROVISIONS FOR SCHOOL IMPROVEMENT***  
**Application for Special Transfer**  
**Woodlawn Middle School**  
**School Year 2001- 2002**

**Please note that, although space is available at these schools, individual grade levels and programs may be over enrolled, making them ineligible for transfers.**

**School**

|                       |       |                     |       |
|-----------------------|-------|---------------------|-------|
| Arbutus (SW)          | _____ | Loch Raven (C)      | _____ |
| Cockeysville (C)      | _____ | Pine Grove (NE)     | _____ |
| Perry Hall (NE)       | _____ | Sparrows Point (SE) | _____ |
| General Stricker (SE) | _____ |                     |       |

NE – Northeast Area  
SW – Southwest Area

SE – Southeast Area  
NW – Northwest Area

C – Central Area